



<b>Job Title</b>	<b>Video Production Specialist</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>12758</b>

### Class Specification – Video Production Specialist

#### Summary Statement:

The purpose of this position is to provide technical audio and video production in assigned area of responsibility for various City programs, special events, media briefings, and City Council meetings; oversee all audio and video operations including the production studio, broadcast equipment, and master control; and to perform a variety of tasks relative to audio and video communications with in the City.

#### Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

#### Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

50%

Oversees audio/video operations including all Springs TV production, broadcast equipment, and master control. Coordinates audio/visual for media briefings and events as assigned. Videotapes program material for Springs TV using broadcast video camera equipment, including lights, microphones, and other necessary equipment.

25%

Coordinates pre-production and post-production planning activities. Conducts field-based video production transport and setup of video, lighting, and audio equipment. Plans and performs video post-production tasks which includes shooting and reviewing footage, editing, audio adjustment, color correction, and finalizing; and computer graphics and special effects for video post-production in accordance with the overall production concepts.

25%

Compresses video projects for output; makes video products available in a variety of formats; coordinates internal and external duplication services. Maintains, troubleshoots, and performs routine repairs of production equipment. Provides 24-hour on-call assistance; and determines how and when to communicate to the public in crisis situations.



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### **Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in video production, multimedia, mass communications, Radio/TV, journalism, marketing, or a related field.

**Experience:** Three years' experience in video, film, television, broadcasting production, or multimedia production including shooting, editing, and production.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:** This position has no budgetary responsibility.

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014